

# County Executive

## MISSION STATEMENT

The Offices of the County Executive provide political leadership to the community and administrative direction to the County's departments and offices. The Office is committed to providing accurate, timely, and effective staff support to the County Executive and the Chief Administrative Officer (CAO) as they address their responsibilities in an atmosphere that is characterized by excellence, efficiency, openness, outreach, equity, and integrity.

## BUDGET OVERVIEW

The total recommended FY07 Operating Budget for the Offices of the County Executive is \$4,616,820, an increase of \$154,720 or 3.5 percent from the FY06 Approved Budget of \$4,462,100. Personnel Costs comprise 92.5 percent of the budget for 38 full-time positions and six part-time positions for 37.6 workyears. Operating Expenses account for the remaining 7.5 percent of the FY07 budget.

Not included in the above recommendation is a total of \$221,320 and 2.1 workyears that are charged to: Health and Human Services, Grant Fund (\$28,880, 0.5 WY); Permitting Services (\$130,000, 1.0 WY); Police, General Fund (\$31,220, 0.3 WY); and Silver Spring Urban District (\$31,220, 0.3 WY). The funding and workyears for these items are included in the receiving departments' budgets.

## HIGHLIGHTS

### ❖ Productivity Enhancements

- The Office implemented customer service standards to enhance the delivery of services to County residents.
- The Office implemented Limited English Proficiency training for all County employees.
- The Office implemented a Taxicab Hotline, which allows the public to file formal or informal complaints regarding taxicab service 24 hours a day.

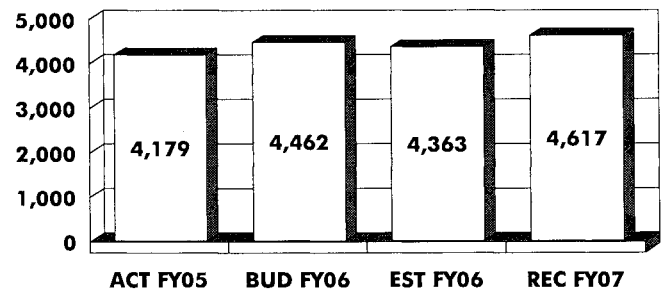
## PROGRAM CONTACTS

Contact Sonetta Neufville of the Offices of the County Executive at 240.777.2516 or Philip Weeda of the Office of Management and Budget at 240.777.2780 for more information regarding this department's operating budget.

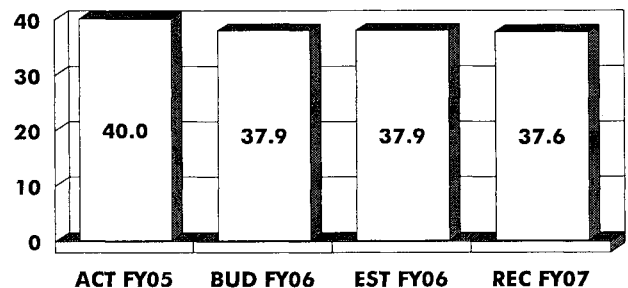
## Program Summary

|  | Expenditures     | WYs         |
|--|------------------|-------------|
| Policy Planning and Development                      | 1,144,970        | 8.0         |
| Supervision & Management of Executive Branch Depts.  | 1,504,510        | 8.5         |
| Community Outreach                                   | 1,533,720        | 16.7        |
| Planning and Fiscal Analysis of Infrastructure Needs | 261,510          | 2.4         |
| Administration                                       | 172,110          | 2.0         |
| <b>Totals</b>  | <b>4,616,820</b> | <b>37.6</b> |

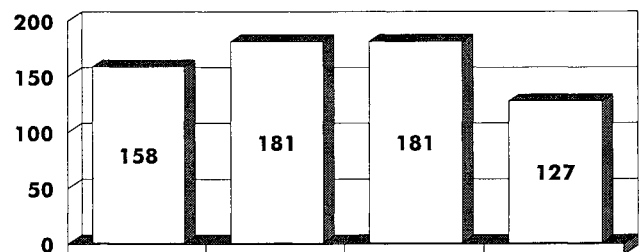
## Trends



EXPENDITURES [\$000s]



WORKYEARS



RELATED REVENUES [\$000s]

## PROGRAM DESCRIPTIONS

### Policy Planning and Development

The County Executive oversees the enforcement of the laws of Montgomery County and provides Executive direction to all departments and offices of the County government. The County Executive also develops policies; proposes plans, programs, budgets, and legislation to the County Council; adopts Executive Orders and Regulations; and appoints citizens to boards, committees, and commissions.

#### FY07 Recommended Changes

|                            | Expenditures     | WYs        |
|----------------------------|------------------|------------|
| <b>FY06 Approved</b>       | <b>1,112,740</b> | <b>8.0</b> |
| <b>FY07 CE Recommended</b> | <b>1,144,970</b> | <b>8.0</b> |

### Supervision & Management of Executive Branch Depts.

The Chief Administrative Officer (CAO) supervises all departments and offices of the Executive Branch. The CAO also advises the County Executive on administrative matters and coordinates management review and decision-making on policies, programs, plans, budgets, legislation, regulations, and similar matters. The CAO staff conduct administrative hearings arising out of Executive Branch activities.

#### FY07 Recommended Changes

|                            | Expenditures     | WYs        |
|----------------------------|------------------|------------|
| <b>FY06 Approved</b>       | <b>1,347,830</b> | <b>8.4</b> |
| <b>FY07 CE Recommended</b> | <b>1,504,510</b> | <b>8.5</b> |

### Community Outreach

The Office of Community Outreach (OCO) staff provide outreach and liaison services to ethnic, multilingual, and multicultural communities. Annual programs are sponsored celebrating Black History month, Hispanic Heritage month, Asian and Pacific Islanders Heritage month, Native American Heritage month, Dr. Martin Luther King, Jr.'s birthday, Juneteenth, and Arab Heritage month. The OCO staff also publish the In-Touch newsletter quarterly. The Constituent Services and Correspondence control staff coordinate responses to correspondence, telephone calls, electronic mail, and walk-ins concerning County programs and services. The Volunteer and Community Service Center promotes volunteerism as a community ethic among government, business, religious, civic, and educational segments of the community. The Center also coordinates grants associated with volunteer activities. Information and Referral staff maintain the information database for resources such as the Quick Guide.

#### FY07 Recommended Changes

|                            | Expenditures     | WYs         |
|----------------------------|------------------|-------------|
| <b>FY06 Approved</b>       | <b>1,516,230</b> | <b>17.1</b> |
| <b>FY07 CE Recommended</b> | <b>1,533,720</b> | <b>16.7</b> |

### Planning and Fiscal Analysis of Infrastructure Needs

This program provides analytical support to the Executive on a range of issues, including the Growth Policy, the fiscal impact of master plans, investigation of infrastructure finance methods, input on issues relating to infrastructure costing and the implementation of the County planning process, and limited regulatory support.

#### FY07 Recommended Changes

|                            | Expenditures   | WYs        |
|----------------------------|----------------|------------|
| <b>FY06 Approved</b>       | <b>314,940</b> | <b>2.4</b> |
| <b>FY07 CE Recommended</b> | <b>261,510</b> | <b>2.4</b> |

### Administration

The Administration program provides budget development and analysis, fiscal and inventory control, personnel and payroll management, training and supervision, procurement, and contract administration.

#### FY07 Recommended Changes

|                            | Expenditures   | WYs        |
|----------------------------|----------------|------------|
| <b>FY06 Approved</b>       | <b>170,360</b> | <b>2.0</b> |
| <b>FY07 CE Recommended</b> | <b>172,110</b> | <b>2.0</b> |

## BUDGET SUMMARY

|  | Actual<br>FY05   | Budget<br>FY06   | Estimated<br>FY06 | Recommended<br>FY07 | % Chg<br>Bud/Rec |
|--|------------------|------------------|-------------------|---------------------|------------------|
| <b>COUNTY GENERAL FUND</b>                 |                  |                  |                   |                     |                  |
| <b>EXPENDITURES</b>                        |                  |                  |                   |                     |                  |
| Salaries and Wages                         | 2,904,584        | 3,066,860        | 3,120,660         | 3,233,650           | 5.4%             |
| Employee Benefits                          | 780,739          | 891,610          | 738,730           | 914,870             | 2.6%             |
| <b>County General Fund Personnel Costs</b> | <b>3,685,323</b> | <b>3,958,470</b> | <b>3,859,390</b>  | <b>4,148,520</b>    | <b>4.8%</b>      |
| Operating Expenses                         | 288,980          | 323,130          | 323,130           | 341,340             | 5.6%             |
| Capital Outlay                             | 0                | 0                | 0                 | 0                   | —                |
| <b>County General Fund Expenditures</b>    | <b>3,974,303</b> | <b>4,281,600</b> | <b>4,182,520</b>  | <b>4,489,860</b>    | <b>4.9%</b>      |
| <b>PERSONNEL</b>                           |                  |                  |                   |                     |                  |
| Full-Time                                  | 36               | 35               | 35                | 36                  | 2.9%             |
| Part-Time                                  | 7                | 5                | 5                 | 5                   | —                |
| Workyears                                  | 37.7             | 35.5             | 35.5              | 35.9                | 1.1%             |
| <b>GRANT FUND MCG</b>                      |                  |                  |                   |                     |                  |
| <b>EXPENDITURES</b>                        |                  |                  |                   |                     |                  |
| Salaries and Wages                         | 133,503          | 117,590          | 117,590           | 88,140              | -25.0%           |
| Employee Benefits                          | 45,585           | 39,590           | 39,590            | 33,910              | -14.3%           |
| <b>Grant Fund MCG Personnel Costs</b>      | <b>179,088</b>   | <b>157,180</b>   | <b>157,180</b>    | <b>122,050</b>      | <b>-22.4%</b>    |
| Operating Expenses                         | 25,450           | 23,320           | 23,320            | 4,910               | -78.9%           |
| Capital Outlay                             | 0                | 0                | 0                 | 0                   | —                |
| <b>Grant Fund MCG Expenditures</b>         | <b>204,538</b>   | <b>180,500</b>   | <b>180,500</b>    | <b>126,960</b>      | <b>-29.7%</b>    |
| <b>PERSONNEL</b>                           |                  |                  |                   |                     |                  |
| Full-Time                                  | 2                | 2                | 2                 | 2                   | —                |
| Part-Time                                  | 1                | 1                | 1                 | 1                   | —                |
| Workyears                                  | 2.3              | 2.4              | 2.4               | 1.7                 | -29.2%           |
| <b>REVENUES</b>                            |                  |                  |                   |                     |                  |
| Collaboration Council                      | 11,875           | 15,420           | 15,420            | 0                   | —                |
| Retired Senior Volunteer Program           | 50,817           | 86,800           | 86,800            | 93,480              | 7.7%             |
| Service Learning Impacting Citizenship     | 4,043            | 5,140            | 5,140             | 0                   | —                |
| Non-Profit Coordination for Emergencies    | 9,314            | 0                | 0                 | 0                   | —                |
| Corporate Volunteer Council Grant          | 18,000           | 23,140           | 23,140            | 19,700              | -14.9%           |
| Medical Reserve Corps                      | 63,782           | 50,000           | 50,000            | 13,780              | -72.4%           |
| <b>Grant Fund MCG Revenues</b>             | <b>157,831</b>   | <b>180,500</b>   | <b>180,500</b>    | <b>126,960</b>      | <b>-29.7%</b>    |
| <b>DEPARTMENT TOTALS</b>                   |                  |                  |                   |                     |                  |
| <b>Total Expenditures</b>                  | <b>4,178,841</b> | <b>4,462,100</b> | <b>4,363,020</b>  | <b>4,616,820</b>    | <b>3.5%</b>      |
| <b>Total Full-Time Positions</b>           | <b>38</b>        | <b>37</b>        | <b>37</b>         | <b>38</b>           | <b>2.7%</b>      |
| <b>Total Part-Time Positions</b>           | <b>8</b>         | <b>6</b>         | <b>6</b>          | <b>6</b>            | <b>—</b>         |
| <b>Total Workyears</b>                     | <b>40.0</b>      | <b>37.9</b>      | <b>37.9</b>       | <b>37.6</b>         | <b>-0.8%</b>     |
| <b>Total Revenues</b>                      | <b>157,831</b>   | <b>180,500</b>   | <b>180,500</b>    | <b>126,960</b>      | <b>-29.7%</b>    |

## FY07 RECOMMENDED CHANGES

|  | Expenditures     | WYs         |
|--|------------------|-------------|
| <b>COUNTY GENERAL FUND</b>   |                  |             |
| <b>FY06 ORIGINAL APPROPRIATION</b>   | <b>4,281,600</b> | <b>35.5</b> |
| <b>Other Adjustments (with no service impacts)</b>   |                  |             |
| Increase Cost: FY07 Compensation   | 135,680          | 0.0         |
| Increase Cost: Group Insurance Adjustment  | 37,240           | 0.0         |
| Increase Cost: Retirement Adjustment   | 21,600           | 0.0         |
| Shift: Grant Fund Reductions to General Fund [Community Outreach]  | 18,080           | 0.4         |
| Increase Cost: Interpreter Services  | 10,000           | 0.0         |
| Increase Cost: Background Checks for Executive Recruitments [Supervision & Management of Executive Branch Depts.]    | 6,000            | 0.0         |
| Increase Cost: Immigrant Issues Forums [Community Outreach]  | 5,000            | 0.0         |
| Increase Cost: Printing and Mail   | 4,860            | 0.0         |
| Increase Cost: Moving Expenses for Special Events and Meetings [Supervision & Management of Executive Branch Depts.] | 4,000            | 0.0         |

|   | Expenditures     | WYs         |
|---|------------------|-------------|
| Increase Cost: Meetings [Policy Planning and Development]                                   | 3,950            | 0.0         |
| Increase Cost: Office Supplies [Supervision & Management of Executive Branch Depts.]        | 2,400            | 0.0         |
| Increase Cost: Transcription Services [Supervision & Management of Executive Branch Depts.] | 2,000            | 0.0         |
| Increase Cost: Motor Pool   | 1,240            | 0.0         |
| Increase Cost: Records Management   | 810              | 0.0         |
| Decrease Cost: Elimination of One-Time Items Approved in FY06                               | -22,050          | 0.0         |
| Decrease Cost: Annualization of FY06 Personnel Costs  | -22,550          | 0.0         |
| <b>FY07 RECOMMENDED:</b>  | <b>4,489,860</b> | <b>35.9</b> |

|   |                |            |
|---|----------------|------------|
| <b>GRANT FUND MCG</b>                                       |                |            |
| <b>FY06 ORIGINAL APPROPRIATION</b>                          | <b>180,500</b> | <b>2.4</b> |
| <b>Other Adjustments (with no service impacts)</b>          |                |            |
| Increase Cost: Retired Senior Volunteer Program Grant       | 6,680          | 0.0        |
| Decrease Cost: Corporate Volunteer Council Grant            | -3,440         | 0.0        |
| Decrease Cost: Service Learning Impacting Citizenship Grant | -5,140         | -0.1       |
| Decrease Cost: Collaboration Council Grant                  | -15,420        | -0.3       |
| Decrease Cost: Medical Reserve Corps                        | -36,220        | -0.3       |
| <b>FY07 RECOMMENDED:</b>                                    | <b>126,960</b> | <b>1.7</b> |

## FUTURE FISCAL IMPACTS

| Title  | CE REC.<br>FY07 | FY08         | FY09         | (\$000's)    |              |              |
|--|-----------------|--------------|--------------|--------------|--------------|--------------|
|  | FY10            | FY11         | FY12         |              |              |              |
| This table is intended to present significant future fiscal impacts of the department's programs.                |                 |              |              |              |              |              |
| <b>COUNTY GENERAL FUND</b>   |                 |              |              |              |              |              |
| <b>Expenditures</b>  |                 |              |              |              |              |              |
| <b>FY07 Recommended</b>  | <b>4,490</b>    | <b>4,490</b> | <b>4,490</b> | <b>4,490</b> | <b>4,490</b> | <b>4,490</b> |
| No inflation or compensation change is included in outyear projections.  |                 |              |              |              |              |              |
| <b>Labor Contracts</b>   | <b>0</b>        | <b>28</b>    | <b>28</b>    | <b>28</b>    | <b>28</b>    | <b>28</b>    |
| These figures represent the annualization of FY07 increments, general wage adjustments, and associated benefits. |                 |              |              |              |              |              |
| <b>Subtotal Expenditures</b>   | <b>4,490</b>    | <b>4,518</b> | <b>4,518</b> | <b>4,518</b> | <b>4,518</b> | <b>4,518</b> |